

TITLE:	Administrative Assistant / Inspector	GRADE:	24
		JOB CODE:	9410
PREPARED:	August 2013	FLSA:	Non-Exempt
UPDATED:	October 2021	REVISION #:	1

Summary: Under direct supervision, performs a variety of general residential and commercial building inspection work in compliance with municipal building codes, electrical, mechanical, plumbing, property maintenance, public nuisance codes, and zoning codes.

Under general supervision performs enforcement of Town Code and zoning complaints and violations.

Distinguishing Characteristics: This is an entry level position of inspector work requiring intermediate to advanced ability to perform complex and technical skilled inspections on all types of facilities (residential and commercial); enforce the building codes and regulations governing building construction, improvement, repair and use. May have additional duties enforcing related codes such as electrical, plumbing and mechanical in addition to code enforcement. Has both office and field assignments. May issue construction and occupancy permits and may collect fees. This position reports to the Community Development Coordinator.

Essential Job Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Reviews construction drawings for compliance with building, mechanical, plumbing, electrical, outdoor lighting and fire codes.
- Assists the public in answering questions and handling Town Code violation complaints.
- Inspects excavations, reinforcing, footing, sub-base and foundations; framings of walls and partitions, roofs, joists and specialty framing; roof material applications.
- Inspects electrical components and wiring; performs final electrical inspection of fixtures and outlets and makes appropriate recommendations for corrections as necessary.
- Inspects plumbing components, fixtures and piping installations including sewer pipelines, gas lines and water lines.
- Inspects mechanical systems including ductwork and vent hoods, heaters/air conditioners, fireplaces, incinerators, commercial hoods, and kitchen ventilation systems.
- Inspects installations and maintenance of fire protection life safety systems and appliances, spray finishing, proper storage of hazardous and flammable materials.
- Inspects installation and setup of manufactured homes, mobile homes and modular buildings. Assures proper electrical, service line, gas, water, sewer piping and connections are in compliance.
- Inspects residential, commercial and industrial and vacant properties, ensuring compliance with applicable codes and ordinances.
- Investigates all manner of complaints for zoning, building and public nuisance code violations. Writes detailed correction notices; performs follow-up inspections, prepares submittals for prosecution of chronic violators and testifies in court as necessary.
- Prepares and maintains a variety of records and reports related to daily and periodic construction, fire safety and code compliance activities.
- Monthly building permit reports.

- Issues Business Licenses.
- Performs other related duties as assigned.
- Post for and Transcribe meeting minutes for the P&Z Commission and the Design Review Board.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of town, state and federal building, electrical, plumbing, mechanical, fire, zoning, property maintenance and public nuisance codes.
- Knowledge of state contractors' licensing rules and regulations.
- Knowledge of state manufactured home installation standards.
- Knowledge of principles and practices of residential building, electric, plumbing and mechanical installation, repair techniques and code enforcement.
- Skill in physically inspecting buildings and examining components and interpreting conditions of the structure.
- Skill in detecting structural and other faults in new and existing buildings.
- Skill in analyzing situations accurately and adopting an effective course of action by applying conflict resolution strategies and practices.
- Skill in reading and interpreting blueprints, schematics and other complex drawings.
- Skill in performing mathematical calculations including measurements and metric computations.
- Skill in maintaining records and writing reports of inspections and documentation of violations.
- Skill in developing creative solutions and alternatives in solving citizen problems.
- Knowledge of computer processing applications to enter data, maintain records and generate reports.
- Skill in operating a personal computer and software applications with speed and accuracy not limited to word processing spreadsheets, database software, 10-key calculator, phone, copy machine, scanner.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in dealing with citizen situations which are sensitive and highly visible.
- Skill in establishing and maintaining effective working relationships with co-workers and the public; providing effective customer service, and dealing tactfully and courteously with the public.
- Skill in communicating clearly and concisely, both verbally and in writing.

Education, Experience, Certifications and Licenses:

- High School Diploma or GED Equivalent Certificate.
- Vocational/technical training in general building construction, construction trades and/or building inspection specialties.
- Two (2) years of journey-level work experience in building construction with emphasis in customer contact and code enforcement.
- OR an equivalent combination of training and experience that provides the required knowledge and skills.
- Must possess valid Arizona Driver's License.

- Ability to obtain Combination Building Inspector Certification within one (1) year of hire date.

Environmental Factors and Conditions/Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required

- Ability to speak and hear.
- Use of hands and fingers to handle and feel objects, operate tools, or controls.
- Reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Occasional work is performed in office environments with regular work performed in buildings in various phases of construction. Occasional exposure to inclement weather, and varying temperatures, subject to driving a vehicle to conduct work.
- Subject to standing for extended periods of time, walking over rough or uneven surfaces, sitting, bending, reaching, kneeling, and climbing ladders and stairs, crawling and occasional lifting of objects up to 75 pounds.
- Subject to working at heights and below ground, exposure to dust, pollen, noise, balancing on high or narrow places, working in excavations and general hazards associated with construction sites.
- Subject to dissatisfied or abusive citizens, exposure to dirt, weeds, potentially hazardous materials, rodents and insects.